

MILPERSMAN 1306-937

FLAG/STAFF DUTY FOR MESS MANAGEMENT SPECIALISTS

Responsible Office	NAVPERSCOM (PERS-44ES2)	Phone:	DSN	882-3871
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References	(a) SECNAVINST 1306.2D
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1. **Background.** Flag Mess and Enlisted Aides are normally assigned to personal staffs of Flag Officers, executive level activities, and joint staffs. A description of the program can be found in reference (a).

a. Assignment to this duty is highly competitive. Historically, personnel selected for these assignments possess superior performance records, special culinary skills often gained through off-duty education or experience, impeccable appearance, and a strong recommendation from their commanding officer (CO).

b. Tour length is normally 36 months or Department of Defense (DoD) area tour for overseas assignment; however, assignments as Flag Mess/Enlisted Aide can be up to 8 consecutive years of duty. Projected rotation dates (PRDs) for personnel in public quarters are determined by the tour length of the Flag Officer.

2. **Requirements/Qualifications**

a. An individual must possess the following qualifications for nomination as a Flag Mess or Enlisted Aide. Waivers of these qualifications will not be granted.

(1) Highly motivated for assignment and strongly recommended by CO.

(2) Ability to work effectively with senior officers.

(3) Must have at least 2 years experience in food preparation and meal service.

(4) In some cases, experience in bookkeeping or automated accounting is a plus.

(5) A clear record, free from conviction by courts-martial, civil court (except minor traffic offenses), and non-judicial punishment (NJP) in the past 3 years.

(6) Able to meet security clearance requirements.

(7) Emotionally stable and able to work arduous hours.

(8) No evaluation marks below 3.0 for past 3 years.

b. Complete sections A, B, D2, and D3 of NAVPERS 1306/92 (Rev. 12-3), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

3. **Requests.** Request for assignment as a Flag Mess or Enlisted Aide will be submitted to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44ES2) via the administrative chain of command on NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request. When submitting NAVPERS 1306/7 include copies of the last three evaluations and your CO's endorsement on letterhead.

a. Requests should be submitted at least 8-10 months prior to member's PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection.

b. Personnel serving as Enlisted Aides must volunteer in writing prior to execution of orders and may choose to terminate Enlisted Aide at any time.